

Brian Sandoval
Governor



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Director

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**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION**

Purchasing Division

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Date February 14, 2012

MEMORANDUM

To: All State Agencies

From: Greg Smith, Administrator

Subject: US Bank Expiration Date Notifications

Please be advised that US Bank has begun sending out notification letters to State agencies advising that their Corporate Travel System Account (CTS/ghost card) will be expiring. **Do not** contact US Bank; US Bank will be automatically activating the accounts and resetting the expiration dates. Please keep the notification letter in a secure location; it contains the CVV2 security code number associated with the CTS Account.

If your account is not activated please contact the Nevada US Bank Account Coordinator, Michael Audette. Michael's contact information is: michael.audette@usbank.com and (612) 344-6010. Do not call US Bank's general customer assistance at the 1 (800) number listed on the notification letter or card, they cannot assist with specifics regarding the State of Nevada's credit card programs.

Purchasing 2012-06